

6.5 Park Site Master Planning and Approval Process

When the time comes to revitalize an existing park, or develop a new park property, the City's Parks and Recreation Department along with the Parks and Recreation Advisory Board look to this master plan to guide the process. In addition to this process, the City also takes a holistic view of the park system. Each park site should adapt to the unique characteristics of its surrounding environment, while fulfilling the recommendations identified in the plan. When this approach is properly implemented, a new or revitalized park will be an asset to the adjoining neighborhoods, creating a stronger community and contributing to the quality of life enjoyed by our residents, business partners and visitors.

Each park will be master planned for amenities and facilities and designed to meet the specific needs of residents at the time of development. The park site master planning and approval process sets forth a uniform procedure to be followed for design of the park sites within the Parks and Recreation System in Maitland. The Park Site Master Plan is a detailed development plan delineating areas of activity, circulation patterns, recreational facilities, building locations, parking areas, and other components for overall development.



Picture 1: Bald Eagles on Lake Minnehaha

The park site master planning and approval process will provide for efficient design and review of park site master plans, with particular attention to priority recommendations outlined in the Parks and Recreation Master Plan. The planning process will include citizen involvement to meet residents' needs and gain their support for the park developments and improvements. Inclusion of both the general public and special interest groups in the planning process will provide more complete and realistic views of community desires in order to plan to effectively meet the needs of the community.

6.5.1 Public Meeting Notices

First Public Meeting Notice

Prior to Step 2 Parks and Recreation Advisory Board Public Meeting, the City will provide notice of the Public Meeting.

- 1) The City shall give notice of the first public meeting by posting a public notice on the City of Maitland website at least forty-eight hours (48) in advance of the Parks and Recreation Advisory Board public meeting date on which the park project plan is to be heard.
- 2) Notice of meeting shall also be posted on the property in question. Notice shall also be sent by first class regular United States mail to property owners within a ½ mile of the subject park. Current user groups of the subject park will be notified through a representative(s) of the

organization(s) that has used the subject park on a recurring basis over the prior twelve (12) months.

- 3) Notice shall be deemed to have been delivered when deposited in the United States mail, postage prepaid thereon, and addressed to the property owner whose name is shown on the most current tax roll in Orange County.
- 4) All notices shall include:
 - a) A statement that a park development/park improvement for the property that is being proposed;
 - b) The location of the park property with a street address and vicinity street map locating the park property;
 - c) That a public meeting will be held by the City of Maitland Parks and Recreation Advisory Board;
 - d) The date, time and location of the meeting;
 - e) That the public is invited to attend the meeting and make comment orally or an alternative process for submitting comments in writing;
 - f) The City address and deadline for submitting written comment on the park conceptual plan.

Subsequent Public Meeting Notices

A sign-in form will be circulated to all attendees at the first public meeting to include an area for the signee to indicate if he or she would like to be notified of future public meetings regarding the park development in question. This information will subsequently be utilized to notify interested parties of any future meetings regarding this proposed project. Notice of future meetings on the project in question will be emailed a minimum of seven (7) days prior to the meeting.

6.5.2 Four Step Planning and Approval Process

The Park Site Master Plan Process will follow a four (4) step process.

- Step 1. PRAB/Staff/Consultant Workshop
- Step 2. Public Meeting
- Step 3. Second Public Meeting/PRAB Approval
- Step 4. City Council Action

Step 1 – PRAB/Staff/Consultant Workshop

A preliminary workshop will be conducted by members of PRAB, Staff, and the design consultant (if applicable) to discuss broad goals for the site, applicable Parks and Recreation Master Plan references, existing conditions, anticipated challenges, and any other item of interest determined to be applicable to the project in question. The workshop will be held when all parties are available to attend, however it is thought that this is most likely to occur immediately prior to a regularly scheduled monthly PRAB meeting.

Based on the information gathered from this workshop, the design consultant will create typically two or three alternative preliminary design sketches for the site in question along with budgetary cost estimates for these designs. These alternative design plans will show different design approaches, priorities, compromises, and elements to be included at the park site. The designs will be depictions of broad possibilities for the site and are not envisioned to include a great level of detail regarding specific amenities or amenity placement.

Step 2 – Public Meeting

A public meeting will be held to discuss and review these alternate preliminary design plans and cost estimates. Public input will be sought from members of the public in attendance. The information gathered at this meeting will be utilized to develop a more refined conceptual design plan and associated refined cost estimates which will be utilized in Step 3.

Step 3 – Second Public Meeting/PRAB Approval

A second public meeting will be held to discuss the refined park design plan and associated cost estimates for the project in question. The plan and cost estimates will be reviewed at this meeting and input shall be taken from members of the public in attendance. At the conclusion of this discussion, the Parks and Recreation Advisory Board may choose one of two options:

- 1) Choose to amend the site plan depending on the discussion amongst PRAB members and/or the public input received. If the amendments are considerable or more information is determined to be needed, PRAB may choose to delay the vote to approve the proposed design and take the time to refine the plan to reflect the suggested amendments.
- 2) Vote to approve, or approve with conditions, the proposed design if it is decided that the plan is acceptable and minimal or no modification to the plan is required.

The Lakes Advisory Board shall review and make a written recommendation to City Council for each park site master plan that includes a waterfront amenity.

Step 4 - City Council Action

Upon consideration of the recommendations of the Parks and Recreation Advisory Board the City Council may decide to approve the park site master plan, approve the park site master plan with conditions, or deny the park site master plan.

This four-step process will provide a finished approved conceptual park design that will be utilized as a basis for construction of the facility in question.

Further Project Progression

In most instances, following the completion of the four step process, further detailed construction documents will need to be created and the project will be required to progress through the site plan review process with additional reviews by DRC, P&Z and the City Council. PRAB should continue to be apprised of all public meeting dates in which this design project is discussed and informed of other significant project information including such things as budgetary information, review of the 60% site plan documents as well as project cost estimates, project complications, any significant plan revisions deemed necessary, and construction progression. As always, PRAB has the opportunity to voice their opinion on any further developments involved with the progression of the project or any other issue determined to be appropriate by issuing a recommendation to City Council.

6.5.3 - Approval of Minor Park Improvements

The Parks and Recreation Director, in his or her sole discretion, may approve minor revisions to an approved Park Site Master Plan if the proposed improvements are consistent with facilities and amenities for the park's classification, the improvements will not significantly change the park's impact on the immediate neighborhood, and improvements conform to all other applicable ordinances and regulations.

The following proposed improvements are considered to be minor revisions to a park site master plan:

- 1) Addition or deletion of less than five percent (5%) of the acreage of the park.
- 2) Relocation of the orientation of the footprint of a park facility or amenity or a building provided it maintain the same or a greater distance from any existing residential development.
- 3) Realignment of an internal roadway, sidewalk, or curb cut to improve traffic flow, turn movements or other safety considerations.
- 4) Relocation of parking or retention areas within the site to increase percolation or reduce runoff from the site.
- 5) Realignment of a wall, fence, hedge or other landscaping by twenty (20) feet or less to avoid existing trees or to attempt to solve a problem peculiar to the site.
- 6) Addition of parking to correct a parking deficiency at the site.
- 7) Addition or replacement of minor park amenities or enhancements (i.e., playground equipment, bike racks, water fountains, benches, picnic tables, pedestrian pathways, open air pavilions or structures of less than 500 square feet, etc.)
- 8) Addition or deletion of landscape material to enhance the park, consistent with the intent of the approved park site master plan.
- 9) All activities determined to be "maintenance" type of activities such as repaving, replacement of existing amenities, or as determined necessary by the City Manager to be an immediate matter of concern for the health, welfare, and safety of park patrons or nearby residents.

All proposed park improvements not specifically identified in this section as minor improvements must be approved by the City Council following the Park Site Master Planning and Approval Process.

6.6 Shared Use Properties – Site Plan Approach

The City owned Underutilized / Undeveloped properties identified in Figure 14 and listed in Appendix D, represent opportunities for the City to incorporate park amenities throughout the city. While these properties may be considered underutilized or undeveloped from a park point of view, many sites already support city functions (e.g. storm water retention, pump station). However, these sites could with the proper planning and coordination within the City, combine the existing site function with some park amenities, creating a Shared-Use property.

Properties that are shared use or less than 1 acre (see figure 14) are not subject to the Park Site Master Planning Process. Instead, the site plan for these properties will be developed by city staff and coordinated with the Parks and Recreation Advisory Board.